



Policy Manual

ADOPTED AUGUST 25, 2011

UPDATED MARCH 6, 2023

TABLE OF CONTENTS

<u>SUBJECT</u>	<u>PAGE</u>
Preface	3
President	4-8
1st Vice President	9
2nd Vice President	10
3rd Vice President	10
Immediate Past President	11
Treasurer	12-13
Assistant Treasurer	14
Secretary	15-16
Executive Committee Director	16
Directors & BYLAWS Committee	17
Awards Committee	18
Orientation Committee	19
Awards Banquet Committee	20-22
Policy Manual Committee	23
Eye Catcher	24
Nomination Committee	25
Trust & Endowment Committee	26
Club Coordination Committee	26
Celebrations of Life Committee	27
Finance Committee	27
Journey for Sight Committee	28
Pennies for Sight Canister Committee	29
Long Range Planning Committee	30
Public Relations Committee	31
Grants Committee	32
Presidential Grant	33-35
Sight Award Committee	36

PREFACE

Purpose: This manual is intended to serve as a standardized method of operation for the Executive Officers (hereafter known as the Executive Board or E-Board) and the Board of Directors (hereafter known as the Board) of the Massachusetts Lions Eye Research Fund, Inc. (MLERF)

Distribution: Copies of this manual shall be on-line at MLERF Massachusetts Lions Eye Research Fund (www.mlerfi) or obtained from the sitting Secretary.

PRESIDENT'S DUTIES

The President shall be responsible for the general care and direction of the affairs of the MLERF Corporation. The President shall:

1. Report to the Board on all matters perceived by themselves to affect in any way the Purpose and Objects of the Corporation, and deal with the personnel, institutions, and organizations that are requesting and/or are recipients of grants by the Corporation.
2. Oversee the Grants Committee of the Corporation in the preparation of their reports, requests for progress reports, and the presentation of their recommendations to the Board.
3. Set the schedule of meetings and visitations. Oversee the E-Board and Board of Director Meetings.
4. Prepare and Submit an Annual Budget to the Board of Directors.

INCOMING PRESIDENT'S TIME TABLE

To prepare for a smooth Presidential Transition, the 1st Vice President should take the following steps:

MARCH

1. Schedule Eye Research Institute visitations for the coming year.
2. Provide a request to the incoming MD 33 Council Chairperson to speak at the first Council meeting of the District Governor Elects and outline the MLERF program.
3. Select the members of the Awards Banquet-Committee.
4. Select the Date and Location for the Awards Banquet, usually scheduled for shortly after the Presidential Term Expires.
5. Select locations (ZOOM or on site) for Board of Directors meetings, and then set the schedule for those meetings (after considering the dates for the USA/Canada Forum, holidays, etc.).
6. Secure a date and location for the Installation of Officers and Directors for the coming year.
7. Develop the President's pin for help with fundraising.
8. Offer to attend and speak at future District Cabinet and/or Advisory meetings, Midwinters, the State Convention, and the first LIONS MD33 Council Meeting.

APRIL

1. Obtain from each District Governor Elect the contact information of their District's new member of the MLERF Board of Directors.
2. Request that the five District Governor Elects ask a person to be designated in their District to distribute Emails including the Eye Catcher to all the Lions / Leos (as well as email of all DG's VDG's CS/CST's).
3. Develop committees for approval by the incoming Executive Board.
4. Generate a proposed budget for the next year.

PRESIDENT'S TIME TABLE (Continued)

MAY

1. Finalize the Executive Committee Director appointee to the Executive Board for the coming year.
2. Schedule an Executive Board Meeting for July.
3. Request three (3) sets of mailing labels or one (1) sent electronically of Club Presidents and Secretaries from each of the five District Governor Elects. These mailing labels will be used for the President's Challenge Letter and a later letter thanking Clubs for their Donations.

JUNE

1. Prepare information and the printing of the MLERF Directory, which should be available for distribution at the August Board of Directors Meeting.
2. At the Executive Board Meeting finalize all Committee assignments and the proposed budget.
3. The incoming President or applicable Incoming Vice President must notify each Director to which Committees they have been assigned to.
4. Committee Chairpersons must be briefed on Committee responsibilities and expectations.
5. Attend Annual Meeting and participate in the Installation of Officers.

JULY

In preparation for each District Mid-Winter Convention/Conference, contact the District Governor (DG) with the following suggestions:

1. After receiving a request from the District Governor, the MLERF President will arrange for an Institutional Eye Research Speaker to attend any Convention/Conference. Any expenses incurred for a requested speaker will be paid by District placing the request.
2. Offer to present up to two Outstanding Dedication to Eye Research Awards from the MLERF to individuals selected by the DG during their year. Those awards will be presented at the Saturday Evening Banquet (see above).
3. Request space at any Convention for a MLERF display, including an electrical outlet, in the Sales Area.
4. Offer to speak at the Business meeting of the Convention.
5. Send a letter/email to all Clubs thanking them for their donations and include the MLERF goals for the upcoming year.

PRESIDENT'S TIME TABLE (Continued)

AUGUST

1. At the August Board of Directors meeting, present the proposed budget as recommended by the Executive Board for approval by the Board.
2. Hold working meetings of selected Committees at the scheduled Board of Directors meeting.

SEPTEMBER

1. Ensure the First Eye Catcher is emailed or mailed.
2. Mail Grant Request letters and packets to Eye Research Institutions.

OCTOBER

1. Hold working meetings of selected Committees at the scheduled Board of Directors meeting.
2. Send letters to 1st Vice District Governors regarding their upcoming MLERF Director appointee qualifications.

NOVEMBER

1. Hold working meetings of selected Committees at the scheduled Board of Directors meeting.
2. Send Reminder Letters to Institutions.

DECEMBER

1. Hold Meetings at the President's discretion.
2. Update MLERF Display and Information for Mid-Winter and State Conventions/Conferences.

JANUARY & FEBRUARY

1. Attend all Mid-Winter Conventions/Conferences. Present MLERF Outstanding Dedication to Eye Research Awards to recipients.
2. Oversee Awards & Banquet Committee in Planning and Organizing Awards Banquet following the end of your President's Term.

PRESIDENT'S TIME TABLE (Continued)

MARCH

1. Request a space for the MLERF display at the Mass Lions State Convention with electric outlets.
2. Ensure that the Second Eye Catcher is emailed to the Board of Directors and to each DG, VDG CS/CT or CST and the District Email Distributor.

APRIL/MAY

1. Inform Eye Research Institutions of the Grant Request Results. (Grants Voted)
2. Email all Clubs thanking them for money donated thus far and provide the status of total donations raised towards the MLERF goal.
3. Attend all scheduled Testimonials.
4. Prepare the program for the upcoming Awards Banquet.
5. Order the name badges for new officers and directors.
6. Present MLERF Year to Date Report to the Mass Lions State Convention during the Saturday Business session.
7. Oversee Awards Banquet Committee in planning and executing Awards Banquet following end of term as President.

JUNE

Act as the Chairperson of the Annual June Meeting of the MLERF. After the Secretary's report, Treasurer's report, and IPP final remarks, the meeting will be turned over to the newly elected President.

1st VICE PRESIDENT

1. Assists the President as needed.
2. Attends all meeting of Committees for which they are responsible.
3. Committee assignments are shown below:
 - Finance
 - Nominations
 - Trust & Endowment
 - Awards (To Include Sight Awards)
 - Awards Banquet
 - Other Committees as may be adjusted each year by the President based on Incoming VP Skill Sets.
4. The 1st Vice President serves as Chairperson of the Finance Committee.
5. Presides at any functions the President is not available.
6. Plans out Location and Date for Annual Awards Banquet which will be held following their year as President (See Incoming President's Timetable).

2nd VICE PRESIDENT

1. Assists the President as needed.
2. Attend all meeting of Committees for which they are responsible.
3. Committee Responsibilities are shown below:
 - Grants
 - BYLAWS
 - Long Range Planning
 - Institutional Liaison – Grant Application and award notification and facility visitations
 - Director Orientation
 - Policy Manual
 - Other Committees as may be adjusted each year by the President based on Incoming VP Skill Sets.
4. Presides at any functions the President & 1st Vice President are not available.

3rd VICE PRESIDENT

1. Assists the President as needed.
2. Attend all meeting of Committees for which they are responsible.
3. Committee Responsibilities are shown below:
 - Club Coordination
 - Public Relations
 - Eye Catcher
 - Canisters/ Pennies/ Celebrations of Life
 - Other Committees as may be adjusted each year by the President based on Incoming VP Skill Sets.
4. Presides at any functions the President, 1st Vice President & 2nd Vice President are not available.

IMMEDIATE PAST PRESIDENT

The Immediate Past President (IPP) is an officer of the Corporation and a member of the Executive Board. The IPP shall assist and aid the President in all matters pertaining to or associated with the office of the Presidency.

Included in the IPP responsibilities are to:

1. Oversees Awards Banquet execution directly after their year as President.
2. Serve as the Chairperson of the Nominating Committee. A Director from each of the other four Districts will serve on this Committee.
3. Obtain from the Treasurer total donations by Club & District. Each Club donating \$5,000 and over, \$10,000 and over, is eligible to receive a banner patch/plaque. Each District's Governor is also eligible to receive a plaque.
4. Obtain from the Treasurer total cumulative Club donations to determine which Club(s) has reached the \$200,000, \$250,000, and \$300,000 etc. cumulative level in donations. Each Club is eligible to receive a plaque when it reaches one of these cumulative levels.
5. Working with the Awards Banquet Committee, ensure that all proper plaques, banner patches, recognitions, name badges & ribbons are ordered, including the following Lions:
 - President
 - Secretary
 - Outgoing Treasurer every five (5) years
 - Club – including Per Capita Awards & Outstanding Club Awards
 - District Governor - Total District Donation & 100% Participation
 - Special Awards
 - Certificates
6. Present Grant checks (which were awarded Grants their year) to a representative of the Eye Research Institutes at the Annual Meeting or Awards Banquet, at the discretion of the President and/or Board.

TREASURER

The Treasurer is the Chief Financial Officer of the Corporation and as such is a member of the Executive Board and Finance Committee. The term of office is five (5) years and is served as an uncompensated volunteer. The Treasurer does not have to be member of the Board of Directors. Accordingly, the Treasurer is a nonvoting member of the MLERF Board of Directors per the MLERF BYLAWS. Prerequisites for this position should include financial knowledge, available time to devote to the demand of acknowledging Celebrations of Life and the receiving and accounting for all monies. Background could also include knowledge of Lionism including having served as a District Governor, MLERF Director and/or President of MLERF, Accounting, Financial Reporting and Computer skills are a plus, including a working knowledge of QuickBooks and Grant Writing.

The Treasurer receives and is accountable for all donations from Clubs, Individuals, Celebrations of Life, and Corporations, including Journey for Sight and Trust & Endowment monies. The Treasurer is also accountable for earned interest, special event income (ex; I-GIVE, Facebook fundraisers) and other outside research grant funds, including LCIF funds.

Disbursements are made for payment of operating and administrative expenses, transfers to the T&E Fund, and payment of approved MLERF Grants. The MLERF President countersigns all Major Grants. At the beginning of each fiscal year the Treasurer should receive a written budget report from the President. This budget should include annual estimated expenses for administrative and Committee expenses and should be approved by the Executive Board and the MLERF Board of Directors.

The Treasurer will prepare a Treasurer's Report at least 7 days prior to all scheduled Board of Directors meetings, after reconciling all bank statements, and records individually, including all Club, Memorial, and Special Donations. The Treasurer shall also prepare an Annual Report within 30 days after the end of the fiscal year of all income and expenses, a breakdown of all Club and Special Donations, and an accounting of all individual Celebrations of Life donations made during the fiscal year. These reports are to be prepared for distribution to all Lions and Leos Clubs of Multiple District 33 in the first issue of the Eye Catcher newsletter after the close of the fiscal year (via email or mailed in printed format if necessary). This report will also be posted to the MLERF website.

The Treasurer may invest the monies available in CD's or other secure instruments, with approval of the Board. Consideration should be given to protecting these investments with FDIC and DIFC insurance and only "A" rated companies for instruments. Using good fiscal management, the Treasurer must make sure that the balances in each bank does not exceed the Maximum FDIC Insurance amount of \$250,000, unless fully insured by a bank. Monies should always be made available to pay all MLERF Research Grants after the Annual Meeting.

TREASURER (Continued)

The Treasurer is also responsible for the following duties:

- Holding in safe keeping the Corporate Seal for the MLERF Secretary.
- Timely Filing of all Corporate Tax returns, including the 990 Form, including free a Extension if needed.
- Timely filing of the Form PC with the Mass Attorney General.
- Timely filing of Secretary of State Annual Report.
- Filing Form TIR 85 Sales Tax Exemption with Mass. Dept. of Revenue.
- Ensure the Assistant Treasurer has a timely training plan in place to enable a smooth transition should the need arise.
- Provide requested LCIF Matching Grant Information as needed.
- Ensure that all members of the Corporation are bonded.

To assist the Treasurer with these filings the Corporation shall hire, with the approval of the Executive Board, an independent auditor (CPA) who will conduct an audit of all monies including the Trust & Endowment Fund and prepare all State and Federal tax forms and filings by the regulatory deadlines. The auditor shall also prepare a financial statement, which shall be distributed, to the Board of Directors at the first scheduled meeting of the Board after such tax filings. The Corporation mailing address should be the home address of the Treasurer.

All records and books are available for review or inspection at any time. All tax filings and records must be kept for a seven (7) year period.

If there is a vacancy in the position of Treasurer, the Assistant Treasurer will automatically (Per MLERF BYLAWS) become the Treasurer for the remainder of the Treasurer's term. If the Assistant Treasurer is unable to assume the office of Treasurer at that time, the President will appoint a Treasurer, with the approval of the Executive Board (E-Board) for the remainder of the Treasurer's term.

ASSISTANT TREASURER

The position of Assistant Treasurer of the Corporation is described below:

This is an elected position & serves a term of five (5) years.

- The Assistant Treasurer does not need to be a Lion, nor a resident of Massachusetts, but must be local to the Treasurer.
- The Treasurer/Assistant Treasurer positions should be in staggered five (5) year terms. Each position should be staggered by at least two (2) years.
- The Assistant Treasurer need not be a member of the Board of Directors, and accordingly is a nonvoting member of the Board of Directors per the MLERF BYLAWS.
- The Assistant Treasurer shall be a signatory on all financial accounts of the corporation.
- The Treasurer will mentor and delegate to the Assistant Treasurer of all treasurer duties and procedures, QuickBooks, accounting practices, reporting, reconciling of the books & bank accounts in preparation of possibly serving as Treasurer, if needed or when the Treasurer's term ends. They may be assigned other duties as may be appropriate to provide continuity of the corporation.
- The Assistant Treasurer is responsible for receiving and is accountable for all donations from Clubs, Individuals, Celebrations of Life, and Corporations, including Journey for Sight and Trust & Endowment monies. The Assistant Treasurer is also accountable for processing earned interest, special event income (ex; I-GIVE, Facebook fundraisers) and other outside research grant funds, including LCIF funds.
- A vacancy in the office of the Assistant Treasurer shall be filled by appointment by the President with approval of the Board for the remainder of the term (Per MLERF BYLAWS).

SECRETARY

The Secretary is an officer of the corporation and takes office on July 1. In addition to serving as Secretary of the Board of Directors, is a member and serves as Secretary of the Executive Board and the Finance Committee.

The Secretary should have good communications with the President. The Secretary should ensure they start the year with sufficient stationery and envelopes with the Secretary's name and return address on each, and an updated email listing of all MLERF Directors & officers and contact information from the facilities.

The Secretary may use a recording device if desired. The President sets the agenda for the Board of Director meetings and the Executive Board meetings. The Secretary plans which officer and/or Director will lead in each of the five (5) point openings at Board of Director meetings and hospital visits if approved by the President. This duty should be rotated with the Districts and Directors. The first Vice President sets the agenda for Finance Committee meetings and the Secretary does all mailings /E-mailings of agendas seven (7) days prior to the meetings.

The Secretary is responsible for keeping track of attendance at each meeting, including names of individuals attending the meeting in the minutes every month. The Secretary is also responsible for keeping copies of the monthly minutes.

Attendance is necessary to ensure a quorum is present for all votes and in the event the board needs to remove a Director for Lack of Attendance. The Secretary calls in the meal count for onsite Board of Directors meetings, collects the money and pays the check.

The Secretary completes minutes and attendance of the Board of Director meetings, Executive Board meetings, the Annual Meeting, and Finance Committee meetings and mails them with the next agenda. The mailing list should include all officers and Directors, past Presidents, members of the Trust and Endowment Committee (whether Directors or not), ID's, PID's, Eye Catcher Editor, and reporters, the non-Directors serving on Committees, and others the President desires to include.

The Annual meeting held in June may be held at regular Board Meeting or at a supporting Hospital at the discretion of the President and/or the Board Checks may be presented at this meeting or later at the Awards Banquet. Traditionally the hospital hosting the meeting for the presentation of grant checks does the mailings. The Secretary should supply mailing labels of the corporation, a mailing list including the grant recipients, and email all directors the details of the visitation, directions, and compile a list of attendees and forward to the facility contact person.

SECRETARY (continued)

The Secretary should distribute the agenda (as set by the President) for the Annual Meeting prior to the end of the fiscal year to include the five (5) point opening and send to the hospital in advance as the agenda is usually prepared on the hospital's stationery-

With the May mailing, the Secretary should send a copy of the nomination report from the Chairperson of the Nomination Committee to the appropriate parties.

With the June mailing, the Secretary should send a copy of the nomination report from the Chairperson of the nomination Committee and any nominations from the floor at the May meeting.

The Secretary will turn over all previous years' records to incoming Secretary.

EXECUTIVE COMMITTEE DIRECTOR

- Is appointed by the Current President, who will, under normal circumstances, be from the same district as the president.
- They Should assist the Secretary, in whatever capacity is needed.
- They Should learn the role of the Secretary.
- The Executive Committee Director is a voting member of the Board of Directors.

DIRECTORS

The Board of Directors consists of a minimum of thirty (30) voting members, at least six (6) from each District (which includes the District Governor and 1st Vice District Governors). 2nd Vice District Governors are non-voting members.

Each year the District Governor shall appoint one (1) new Director to a four (4) year term. The four (4) appointed Directors from each District will serve staggered terms (one (1) expiring each year).

The MLERF BYLAWS provide that the President, the Immediate Past President, the three (3) Vice Presidents, and the Secretary whose terms are expiring may be elected to the next office and added to the thirty (30) members of the Board.

In the event a Director resigns (a resignation letter is required) or is unable to serve, the sitting District Governor from the District where the vacancy exists shall appoint a replacement for the balance of that term. The Board of Directors must first approve the resignation and then approve the appointment of the replacement Director. Each Director shall actively serve on a Committee or Committees as appointed by the President.

The Directors shall actively attend Board of Director meetings, Eye Research Institutions visitations, and visit Clubs within their District to promote the Massachusetts Lions Eye Research Fund, Inc. (virtually or in person).

BYLAWS COMMITTEE

The BYLAWS Committee will review the BYLAWS annually by considering proposed changes submitted to the Committee.

The BYLAWS may be amended only at Board of Directors meetings with an affirmative vote of two-thirds (2/3) of the Directors present or voting by a secret written ballot (in person, via email, or thru electronic means, such as Election Runner). No amendment shall be reported to a meeting of the Board for a vote until the amendment has been presented in writing to the President and a copy mailed (electronically or in print) to each Director. The meeting at which a vote on the proposal will be made shall be no sooner than fifteen (15) days after presenting a copy of the amendment in writing to the President and all the Directors.

AWARDS COMMITTEE

The purpose of the Awards Committee is to review current awards and consider recommending ones obtainable through MLERF. Those awards include:

- The Sight Award (See Sight Award Committee Writeup Page 36).
- The three Trust and Endowments Awards:
 - Founder Award – For a \$10,000 Contribution.
 - Researcher Award – For a \$5,000 Contribution.
 - Sponsor Award – For a \$1,000 Contribution.
- The District Governor Awards for the Saturday Night Banquet at Midwinters.
- Other Awards as may be developed within the Committee.

ORIENTATION COMMITTEE

The Orientation Committee should consist of a Director from each District. The Committee Members are appointed by the President of MLERF. The purposes and duties of the Committee will be to:

- Ensure that New and Existing Directors are provided adequate information on the Mission, History, Policies and Financial Results of MLERF so that they are better informed at meetings and as ambassadors on club and district visits.
- Provide guidance to new and existing directors as they take on new committee assignments or leadership roles.
- Inform and set expectations for prospective directors being recruited to join the MLERF Board.
- Create and annually update for the Board of Directors approval an Orientation Manual.
- Provide information and support for the President's installation of Officers and Directors in July.

AWARDS BANQUET COMMITTEE - OVERVIEW

This Committee will be responsible for organizing and executing the Annual Awards Banquet which will be typically held following the end of a MLERF President's Term. This committee will support:

- The MLERF 1st Vice President during their year when they are planning the time and place of the Banquet.
- The MLERF President during their year when they are overseeing the detailed organizing of the Banquet.
- The MLERF Immediate Past President during their year when they are overseeing the execution of the Banquet.

AWARDS BANQUET COMMITTEE - DUTIES

The Awards Banquet Committee, should make sure the following steps are taken by the night of the banquet:

- Ensure that Meals should be at cost rounded to next even dollar. No profit should be made on this function.
- As a courtesy secures hospitality room for the incoming president.
- Procures an American Flag. and other flags from the MD33 flag Chairperson. Arrange with the President of MLERF to bring the MLERF Flag. This flag will always reside with the current President. The President will also be responsible for bringing the MLERF Flag to Midwinters and the State Convention. Procuring other flags requested by the Board of Directors will be the responsibility of the Vice President it is listed under.
- Optional by Immediate Past Presidential: Secure a Saturday night, head table elevated.
- Flyer should be prepared for the spring Eye Catcher.
- About 200 programs should be printed, the figures to coincide with the banner patches which should be worked out with the incoming and outgoing presidents.
- The Incoming Immediate Past President organizes the program.
- Name Badges / Ribbons for the New Officers and directors should be ordered by the New President.
- Secures Registration table with staff to do registrations and pin flowers:-
- Optional for Committee: Purchases bouquets for the head table (usually 2-3). Incoming President should decide, in advance, who is presented with the head table bouquets.
- Optional by Incoming Immediate Past President: Secures suitable recognition for PID's and VIP's.

AWARDS BANQUET COMMITTEE – DUTIES CONTINUED

- Photographer should make up Thumb Drives or other Portable Memory Medium for the Eye Catcher, incoming and outgoing president along with the five (5) outgoing District Governors. Complimentary meals are offered to the photographer and their guest. Addresses should be acquired from the Council Chairperson.
- Before the end of June send a flyer to outgoing club presidents, and secretaries. Past has shown e-mail does not do as well as USPS.
- Hospitality room's food and beverage is usually provided by the incoming President's club. MLERF usually will kick in money toward the food and beverage.
- MLERF banner and banners of the club of the outgoing and incoming president is a good idea.
- Block of rooms should be set aside for DG's, etc. who wish to stay overnight. Cost should be negotiated with the hotel to keep the prices down for the rooms.
- Make sure cutoff date is emphasized for both registration and rooms. Many will try to get the cheaper room rate after the deadline.
- Banner Patches & Rockers are given to clubs which donate \$5,000 to \$9,999, \$10,000 to \$19,000, etc. Each DG receives a plaque with the total amount raised on it for their district.
- Special awards are presented to clubs reaching \$200,000, \$300,000, \$400,000 and \$500,000 at this banquet.
- Recognitions are presented to the Secretary from the outgoing President as well as the Treasurer / Assistant Treasurer if it is their last of the five-year term. The incoming President presents a plaque to the outgoing President with total donations raised for that year.
- All figures are from the treasurer's final Year End Report,
- Allow for special presentation(s) in the event a club wants a Sight Award presented at the Banquet.

POLICY MANUAL COMMITTEE

The Policy Manual Committee should consist of a Director from each District. The Committee Members are appointed by the President of MLERF. The purposes and duties of the Committee are to:

1. Provide a Policy Manual “Housekeeping” Review” by checking and correcting the current Policy Manual for:
 - Typo’s, Clarifications and Grammatical errors.
 - Gender errors such as “He” or “She” pronouns replacing them to “They”.
 - Actions previously taken by Board of Directors not yet reflected in the Policy Manual.
 - Actions taken in the MLERF BYLAWS not yet reflected in the Policy Manual.
 - A Final Review by providing an Updated “House Keeping Policy Manual” to the Policy Manual Committee and then to the Board of Directors for approval.

2. Provide a Policy Manual “Suggested Changes Review” by:
 - Polling the Policy Manual Committee for suggestions.
 - Polling the Current and Incoming President for suggestions.
 - Polling the current MLERF Committee Chairs for suggestions and writeups of their Committee Descriptions.
 - Providing a thorough review all suggestions and questions, while also checking for implications for other sections of the Policy Manual.
 - Providing a thorough review of the suggestions in that they may impact the MLERF BYLAWS.
 - Sending an Updated “Suggested Changes Policy Manual” version to the Policy Manual Committee to the MLERF E-Board for review, and then to the Board of Directors for approval.

3. Finalize all Approved Changes to the Policy Manual by:
 - Entering Final BOD decisions into the Updated Policy Manual and then cleaning up margins, fonts, and paging.
 - Sending the final MLERF Policy Manual in Word and PDF to the MLERF Secretary for distribution.

EYE CATCHER

The Eye Catcher is the official publication of MLERF and in most recent years has been published twice a year.

The Editor / Publisher oversees the reporters from each District.

The Eye Catcher is distributed to every Lion on the Lions Clubs International mailing list for MD33 through District Emails, the Research Institutes receiving grants, Lions International Officers, and on the MLERF website and other interested readers (via email) The District Governor should ask the person designated in their District to distribute Emails to all the Lions / Leos (as well as email of all DG's VDG's CS/CST's) in their district.

The position of editor is an appointment made by the President. Historically the District Governors have sought out and selected qualified willing reporters for each of the five (5) Districts.

Each district submits news relating to eye research projects, activities, and fundraisers through their district reporter.

Each District Governor and their cabinet are urged to keep their district reporter apprised of the eye research projects, activities, fundraisers, and outstanding individuals in their sub-district.

The Eye Catcher traditionally includes a message from the President, articles from the Eye Research institutes, advance notice of the annual Awards Banquet, and other Eye Research information.

The Eye Catcher Editor or President contacts the MD33 Council of Governors Chairperson for an updated mailing list, including emails, from LCI.

NOMINATION COMMITTEE

The Nomination Committee consists of five (5) members: The Immediate Past President serves as Chairperson and the President appoints four (4) other members, who are not officers, one (1) from each of the other Districts.

The Committee shall meet in April to recommend a slate of officers for a one-year term - President, 1st Vice President, 2nd Vice President, 3rd Vice President, and Secretary. If the Treasurer/Assistant Treasurer's term is due to expire, the Committee will recommend a Treasurer/Assistant Treasurer for a five (5) year term.

The Committee will also recommend Directors to fill (2) Year Terms expiring on the Trust and Endowment fund ensuring that a majority of the seven (7) member Committee are Directors.

The Chairperson of the Nomination Committee shall send a written report of the Committee's findings to the secretary by April 15 for the secretary to include with the notice for the regularly scheduled meeting in May. Additional nominations may be made from the floor at the May meeting but must be duly seconded.

An election meeting shall be held in June and the recommendations of the nomination Committee and those nominated from the floor of the May meeting must be sent in advance to each Director.

Within thirty (30) days of a vacancy of an unexpired term on the Trust and Endowment Committee, the Nomination Committee shall recommend a replacement, and shall cause the nominee's name to be published in an advance notice of the next Board of Directors meeting. Said notice shall state that there shall be an election and that additional nominations may be made from the floor. Election shall be by a majority ballot vote (in person, via email or electronic means, such as Election Runner) of those Directors present and voting at said meeting.

TRUST AND ENDOWMENT (T&E) COMMITTEE

The Trust and Endowment (T&E) consists of a committee of seven (7) members, elected by the Board of Directors to overlapping two (2) year terms. There shall be at least one (1) member from each sub-district serving on the committee, but no more than two (2) members of each sub-district serving on the committee. Within thirty (30) days of the close of the fiscal year, the outgoing Chairperson shall call a meeting of the newly elected Committee to elect for a one (1) year term as Chairperson, Vice Chairperson, and Clerk. A vacancy of Vice Chairperson or Clerk shall be filled in every within thirty (30) days of the vacancy.

The Trust and Endowment Committee oversees the MLERF Trust and Endowment Fund. Committee recommendations are reported to the Board of Directors for their consideration. Only income accrued in the current year or 5% of the three-year average fund balance may be drawn on or before December 31 of the current year. The funds withdrawn will be used towards funding the Presidential Grant and the Annual Accountant fees for the Audit and Regulatory Filings. Committee procedures include the following:

- The Treasurer should have-Quarterly Reports sent to committee members.
- The Committee must meet a minimum of two (2) meetings annually, with minutes taken by the clerk and given to the board and to the Secretary for transmission to the Board.
- The T&E Chairperson gathers signatures of the President, Treasurer and Chair for the upcoming year's Investment Policy Statement (IPS) by July 30 current year.

CLUB COORDINATION COMMITTEE

The Club Coordination Committee consists of a Director from each District that coordinates with the other Directors of their District to ensure that a Director from each district visits Lions and Leo's Clubs in their district. The purpose of the Club visit may be, but not limited to:

- Presenting Journey for Sight and Pennies for Sight banner patches, rockers and certificates of appreciation/accomplishments.
- Presenting a certificate of appreciation for the Club's donation in the previous year.
- Thanking the Club for their donation and their cumulative donation.
- Encouraging the Clubs-to donate to MLERF, explaining how the money is used.
- Explaining Information available on the Website.
- Deliver Celebrations of Life envelopes.
- Provide free Journey for Sight canisters, labels, and supplies.
- Explain the Sight Award and Trust and Endowment awards.
- Speak briefly on something you, as a director, learned at your visit to one of the Eye Research Institutions.

CELEBRATIONS OF LIFE COMMITTEE

The Celebrations of Life Committee consists of a Director from each District appointed by the President. The Committee elects a Chairperson, Vice Chairperson, and Clerk. The Committee inventories the Celebrations of Life/Honorarium envelopes, obtains estimates, and submits a budget to the President. The Committee ensures that the envelopes are distributed to the Clubs by way of the Directors.

FINANCE COMMITTEE

The Finance Committee consists of the members of the Executive Board and the 1st Vice President is the Chairperson. The Secretary of the Corporation serves as Secretary of the Finance Committee.

Projected income for the fiscal year is periodically provided by the Treasurer to the Committee.

The 1st Vice President (Incoming President) coordinates preparing their year's Presidential Budget (by gathering expenses from the various standing committees Chairpersons, such as: Celebrations of Life, Trust & Endowment, BYLAWS, Long Range Planning, Grants, Journey for Sight, Public Relations and the Treasurer for any special project being proposed. Budgets for Presidential Pins and Name Badges should also be included.

The Incoming President then submits the proposed budget to the Executive Board for approval, which will then be presented by the President to the Board of Directors at the first meeting of the new fiscal year. The Board of Directors then votes for approval or disapproval. The budget is only a guide for the fiscal year. Actual major expenditures should be voted upon individually by the Board of Directors as they occur during the fiscal year. Large expenses (greater than \$2,500) should always have at least two independent bids.

To claim expenses, one must submit a voucher to the Treasurer with an itemized paid receipt.

JOURNEY FOR SIGHT COMMITTEE

Journey to Sight was designed to enable Clubs and Districts to raise funds for sight related activities and increase Club and District visibility and reputation in the community.

Massachusetts Lions Eye Research Fund, Inc. adopted "Journey to Sight" shortly after the 1982 International Convention and later changed the name to Journey for Sight. The first Journey for Sight Weekend was May 1983. The initial idea was for all Clubs to hold a Journey for Sight project on the same weekend of May each year. The idea was also that the Clubs would raise an additional amount for MLERF, over their usual donation with the intent to raise a cumulative amount across the State as if a sixth (6th) District was added.

The Journey for Sight Committee consists of at least one Director from each District appointed by the President. The President usually appoints the Committee Chairperson, and the Committee elects a Clerk. The President, with approval of the respective District Governor, may request non-Directors to serve on the Committee such as District Journey for Sight Chairpersons, District Eye Research Fundraising Chairpersons, or similar cabinet positions.

The Committee offers ideas to the Clubs for Journey for Sight fundraisers and makes available low cost or no cost items available to the Clubs, such as canisters.

The Committee prepares a budget to present to the 1st Vice President.

.

PENNIES FOR SIGHT CANISTER COMMITTEE

The Pennies for Sight Canister Committee consists of at least one (1) Director from each district appointed by the President. The President appoints the Committee Chairperson.

The Chairperson makes sure all Directors have the canisters to be given out to the clubs.

Committee members should visit all clubs in their respective district and give the clubs the information regarding the Pennies for Sight canister program.

The motto is: “Blindness knows no age”- “Your change changes people’s lives.”

All Checks are written out to the MLERF and mailed to the Treasurer’s address, with a notation on the check “Pennies or Canister” in the memo of the check. No change should be brought to the meetings; it is up the Committee members to make the clubs aware of the procedure.

LONG RANGE PLANNING COMMITTEE

The President appoints this Committee, and the Immediate Past President will be the Chairperson. At the discretion of the President, the Committee may include Past Presidents, Members of the Executive Board, and the Board of Directors.

Objective:

- 1) To determine important issues and opportunities:
 - Arising from external actions taken by Lions Club International (including LCIF), Lions MD33 (including redistricting and possible acquisition of a Grant Writer), Institutional changes at facilities we work with, and Federal or State Rulings affecting MLERF'S operations.
 - Regarding the MLERF Corporate, Financial and Organizational Structures.
- 2) And to make recommendations to the MLERF Board to meet the same.

Duties:

- 1) The Committee will be responsible for updating the Massachusetts Lions Eye Research Fund, Inc., Directors, and the Policy Manual Committee as necessary.
- 2) The Committee should solicit from the officers, Directors, Past Presidents, and others as to what direction they would like to see Massachusetts Lions Eye Research Fund, Inc. take in five (5) years, ten (10) years, etc.
- 3) With those recommendations, the board should prioritize what needs to be accomplished. The Long-Range Planning Committee will then develop a plan (a timetable) as what should be accomplished in year one (1), year two (2), etc.
- 4) This plan should be reviewed each year as to whether changes in priorities and goals need to be made and whether the plan is on target.

This Committee is an advisory Committee. Long Range Planning can be an effective tool used to move MLERF forward.

PUBLIC RELATIONS COMMITTEE

The Public Relations Committee consists of one Director from each District as appointed by the President. The President will also appoint the Committee Chairperson; the Committee member will elect one of its members to be Clerk. The Clerk is responsible for recording meeting minutes and notifying members of meetings.

The Committee should submit a budget to the 1st Vice President and the Finance Committee. All budgets are subject to Board approval.

Objective:

- 1) **To enhance the image, prestige, and acceptability of MLERF with Lions, Leos and the public through a public relations program** designed to acquaint them with MLERF's purposes and accomplishments.
- 2) Promote and publicize MLERF's Programs.

Duties:

- 1) Originate and suggest public relation ideas, projects and policies to the Executive Board and the Board of Directors.
- 2) Evaluate ideas and opinions on public relations from individuals, Clubs, District Officers, etc. and where deemed practicable, recommend their adaptation for use by MLERF.
- 3) Review and evaluate the images and effectiveness of MLERF awards.
- 4) Webmaster duties: update, improve and maintain MLERF Web Site.
- 5) Facebook Representative duties: update, improve and maintain the MLERF Page.

Objective:

- 1) **This Committee works with professionals and/or experienced persons in the Film Production Industry to develop an up-to-date video**, which is suitable to promote the Massachusetts Lions Eye Research Fund, Inc. The video should be designed to show to Lions, Leo Clubs, Zone, District meetings, Cablevision, and public meetings such as senior citizen meetings, etc. For any major Video, the Committee should get at least 2 estimates.

Duties:

- 1) The Committee should review the video from time to time, so an updated video is always available.

GRANTS COMMITTEE

The Grants Committee consists of at least one (1) Director from each District as appointed by the President. The President will appoint the Committee Chairperson and the Committee members elect a Clerk. The Clerk is responsible for recording meeting minutes and notifying members of meetings.

The MLERF Treasurer is an Ex-Officio member of this Committee. As such the Treasurer is heavily involved in preparing and submitting the Presidential Grant to LCIF (See Presidential Grant below).

Objective:

The Committee reviews all Grant requests to ensure they meet the criteria as stated in the MLERF BYLAWS and then makes recommendations to the Board of Directors.

Duties: In December:

- 1) The President will mail out a Grant application package to all approved Massachusetts Eye Research Institutions or persons.

Duties: In Mid-February:

- 2) The Grant applications are scheduled to be completed and available for review in mid-February. Two (2) copies of the applications are distributed to each member of the Grants Committee and one (1) copy to each of the other Directors and each active Past President. (Electronic or Hard Copy).
- 3) Each Member of the Committee reviews all the requests for merit, **making sure the grants are for EYE RESEARCH programs only.**
- 4) Members of the Grant Committee may use their second copy of the applications for submission to an eye professional, such as an optometrist or ophthalmologist or other knowledgeable individual, for their consultation.
- 5) The Committee should also request input from the other Directors.
- 6) The Chairperson will obtain from the Treasurer of the Corporation the total amount of funds available to be awarded.
- 7) The Committee will analyze the Grant applications and develop their recommendations.
- 8) At the April Board of Directors Meeting the Committee Chairperson will make a formal written presentation of the Committee recommendations to the Board of Directors.
- 9) After the Grants are voted the President will mail a letter to each recipient, notifying the institution of the amount of the Award or that the Grant request was not approved.
- 10) The actual Grant checks are presented at the Awards Banquet or at the Annual Meeting at the discretion of the President and/or Board.

PRESIDENTIAL GRANT

The Presidential Grant, established in 1999, may be awarded annually by the President of the Corporation. The amount may rise to the maximum amount allowed by LCIF.

It is separate from the normal grant requests as its goal is to be used as a matching grant with LCIF.

The criteria of the LCIF grant is much broader than the normal MLERF research grants, and is mainly for capital improvements or purchases of groundbreaking technologies for the advancement of eye research, but usually has a research aspect to it as well. In the past we have funded groundbreaking technology such as the OCT cameras, as well as assisting with establishing research labs. The MLERF submits a grant request through the MD33 Council of Governors to LCIF for up to the maximum allowed by LCIF. This grant only happens if we are fortunate enough to get approval from LCIF. MLERF funds their matching portion of the LCIF grant with interest earned from the Trust & Endowment fund, and from uncommitted cash (See Below). In 2022 we received our 20th Presidential Grant from LCIF, and we hope to be able to help our partner research facilities in the future with many more annual Presidential grants.

The project must be visible to the Lions of MD33. The funding will come from the Trust & Endowment interest income accrued in the current year or 5% of the three-year average fund balance. Additional funding could come from the uncommitted funds account provided the monies are available. The MLERF portion of the Presidential Grant should be submitted to the grants committee for review and then recommended by the President to the Board of Directors for approval. The LCIF portion of the grant will be submitted through the Lions Multiple District 33 to Lions International for their approval. This grant does not impact other District LCIF grant applications. The grant criteria are detailed in the Lions Club International Matching Grant Application Form on Lions International Web Site. The Treasurer should make sure that proper invoicing takes place to the MD Council of Governors when seeking funds.

PRESIDENTIAL GRANT CONTINUED

TIMELINE:

LCIF Grant Application Deadlines are based upon Lions International Board of Directors meetings Even though application Deadlines are 60 days prior to Board Meetings, the Committee should check with LCIF Humanitarian Programs Dept to confirm the following dates:

- August application deadline October LCIF Board Meeting.
- February application deadline for LCIF April Board Meeting.
- April application deadline for June LCIF Board Meeting.
- To receive approval for the LCIF April Board Meeting the timeline is: In August the MLERF President requests applications from Institutions.
- In Early October the Grants Committee reviews applications (in rotation) and makes recommendation to the President who in turn submits to the October Board Meeting for approval.
- At the November Council Meeting the MLERF President makes a proposal to MD33 Council of Governors for a LCIF Grant.
- In December the Initial LCIF Grant Application is submitted to LCIF for review and recommendations.
- In February the Final LCIF Grant Application is submitted to MD33 Council of Governors for approval, later securing a copy of that MLERF BOD meeting approval.
- In February the Standard, IAG and Core 4 Grant Application is submitted to LCIF to meet the deadline for inclusion on the agenda for the April International Board Meeting.

If this timeline is not achieved, the next deadline is in April for the June International Board Meeting.

PRESIDENTIAL GRANT CONTINUED

FINALLY:

Prior to submitting a new LCIF Grant, it should be determined there are not more than one (1) previous MD-33 grant outstanding. A conformance statement signed by the Council Chairperson, at the time of the previous grant, should have been issued to show completion.

In the event the LCIF Grant is not approved, the MLERF Board of Directors should determine if the MLERF portion is to be granted as the criteria is much broader than the normal MLERF grants.

If the MLERF portion of the grant is not approved the interest money from the T&E may be held for one (1) year for the next Presidential Grant. This would require a 2/3 vote of the Board. If neither of the above are approved, the interest will be returned to the Trust & Endowment Fund corpus. Under no circumstances will any funds withdrawn for the President's Grant be used for any other purpose.

SIGHT AWARD COMMITTEE

The Executive Board working with the Treasurer will serve as the Sight Award committee.

The MLERF “Sight Award” may be given to an individual, club or an organization who displays outstanding and dedicated service to eye research. It consists of a distinctive plaque and pin.

A Lion or Leo’s Club may qualify for the award when there is a minimum increase of \$1,000 in their eye research donation from the previous year. During the approval process, a three-year average may be used as a guideline at the discretion of the Treasurer / Executive Board. For all others a check for \$1,000 is required for approval.

- The Committee is comprised of two (2) co-chairpersons, the Treasurer and the other appointed by the President. The term of office for the appointee should be a minimum of two years, and the candidate should be knowledgeable with the workings of MLERF. The committee is under the direction of the 1st^t Vice-President and the Executive Board.
- All applications are to be sent to the Treasurer for approval of donations. The treasurer will keep record of all applications including the individual, club, year of qualification and the current date. The approved application will be forwarded to the co-chairpersons.
- The other co-chairperson will then order the plaque and pin, making arrangements for shipping and taking care of any other special arrangements or presentations. A history will also be kept.
- Any questions, problems or disputes will be sent to the Executive Board for approval.
- At the end of the annual year the co-chairpersons will compare records for accuracy and then submit the list of individuals with the club or organizational name to the Eye Catcher Editor for printing in the Fall Eye Catcher.